

2012 National HBCU Week Conference
"Enhancing Innovation and Advancement"
Guidelines for Speakers, Presenters and Panelists
September 25-26, 2012

Thank you for accepting our invitation to serve as a guest speaker, presenter or panelist. The White House Initiative on Historically Black Colleges and Universities has established the following guidelines for the 2012 National HBCU Conference. All speakers, presenters and panelists are encouraged to follow these instructions.

Biography

Send your most current biography with a high resolution official photo electronically to the WHI-HBCU staff at sedika.franklin@ed.gov before **September 1, 2012**. Include in the subject line, "First and Last Name Biography- HBCU Week 2012."

Arrival

All speakers, presenters and panelists should arrive at least **30-60 minutes** prior to their scheduled speaking session. Check-in at the registration desk and then proceed to the **McPherson Square** room located on the **Independence Level**. The WHI-HBCU staff will verify your presentation, provide additional logistical details and escort you to your presentation location at that time.

The following activities are available to presenters and panelists on a restricted basis in the HBCU Conference Center:

- Email Accessibility
- Telephone Land Line Accessibility
- Presentation Changes

Presentations

Send your presentation electronically to the Special Events Office at special.events@ed.gov on or before **September 15, 2012**. Include in the subject line "first and last name, workshop name and presentation date." If you are not able to submit your presentation before **September 15, 2012**, you may bring your presentation on a non-encrypted flash drive or CD. You are strongly encouraged to have a backup copy of your presentation in the event your flash drive or CD is corrupted.

Equipment and Room Setup

Each conference room will be equipped with a projector and screen, lectern and microphones for the moderator and panelists. We are utilizing laptops with **Microsoft Office PowerPoint 2007** in each breakout session. Attendees will be seated in theater style.

If you are utilizing Mac or another graphics package, you must provide the necessary software or hardware to make your presentation compatible with the MS PowerPoint program (i.e., MAC user will need a projector adapter).

Handouts

Each conference room will accommodate 200 attendees. You may bring handouts or ship them to the Grand Hyatt Washington. Presenters are responsible for all shipping and storage charges. Please contact, Mr. Mike Gadell, Marriott Sales staff on 202-637-4937 or email mike.gadell@hyatt.com for shipping and payment instructions.

Media

Please be advised that our press office has extended an invitation for the media to participate in this national event. The press will be properly credentialed and may request an interview with you prior to or following your speaking session. We have set aside a room for interviews on the **Independence Level** in **Franklin Square** room.